



USAID | AFGHANISTAN

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: USAID/306/18/10/OAA

ISSUANCE DATE: January 07, 2018

CLOSING DATE/TIME: January 22, 2018

SUBJECT: Solicitation for a **Cooperating Country National Personal Service Contractor (CCNPSC) – Acquisition and Assistance Assistant, FSN-08 (Multiple Vacancies)**

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1, Sections I through V** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

Gezim Hysenagolli
Contracting Officer

I. GENERAL INFORMATION

- 1. SOLICITATION NO.: USAID/306/18/10/OAA**
- 2. ISSUANCE DATE: January 07, 2018**
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: January 22, 2018 no later than 4:30pm Kabul time.**
- 4. POSITION TITLE: Acquisition and Assistance Assistant (Multiple Vacancies)**
- 5. MARKET VALUE: Equivalent to FSN-08 (Step 1-13)**
In accordance with **AIDAR Appendix J** and the Local Compensation Plan of US Embassy Afghanistan. Final compensation will be negotiated within the listed market value.
- 6. PERIOD OF PERFORMANCE:** The period of performance is one year, with the possibility of extensions up to a total of five years, subject to availability of funds, satisfactory job performance and need for continued service.
- 7. PLACE OF PERFORMANCE: Kabul, Afghanistan.**
- 8. SECURITY LEVEL REQUIRED:** As an employment precondition, the successful applicant is required to obtain U.S Embassy Afghanistan RSO Security Clearance
- 9. STATEMENT OF DUTIES**

1. General Statement of Purpose of the Contract

This position is located in USAID's Office of Acquisition and Assistance (OAA) in Kabul, Afghanistan. The incumbent serves as a team member in OAA, provides support to an Acquisition & Assistance (A&A) Specialists as the team manages the A&A process for the Mission and Embassy offices; assumes primary responsibility for small purchase procurements of simple to medium complexity such as a variety of "commercial off the shelf" (COTS) services and supplies, both locally and globally; serves as the operational expert on contract close-out, Audits and Vetting issues; prepares procurement-related memos, letters, disseminates documents and maintains procurement files; manages vetting requests, ensuring their accuracy and completeness, while also entering the vetting requests into the vetting database. The incumbent is also responsible for ensuring that the Contracting Officer(s) (CO) are properly notified upon receipt of the vetting results from the Washington vetting center.

The incumbent receives supervision and guidance from the Contracting Officer, Senior Acquisition & Assistant Specialist and other Acquisition and Assistance Specialists.

2. Statement of Duties to be Performed

The incumbent manages and monitors all contracting files and records in accordance with Agency and Mission guidance; reviews procurement files on a regular basis to ensure

that all required and other relevant documentation (i.e., memos of negotiation, justifications) are included in the official award file; advises the appropriate A&A Specialist when omissions are noted and follows-up with the appropriate Mission personnel to ensure proper file maintenance.

The incumbent provides administrative support to the A&A team, to include Contracting Officer Representatives (COR) in tracking the Mission's procurement plan, procurement actions, and the lifecycle of the Mission's portfolio (e.g. option period and follow-on preparation). The incumbent will be required to follow up with contractors to obtain information request by the OAA and other documentation when applicable and document the files accordingly.

The incumbent coordinates with the Acquisition Specialists and follows-up with CORs to ensure Contractor Performance Reports (past performance reports) are conducted on a regular and timely basis; prepares and submits to the appropriate offices A&A reports and assists with data calls, as requested in a timely manner; serves as a first point of contact with partners on routine administrative issues related to contract closeouts; manages expired awards and the award closeout process in accordance with Agency and Mission specific guidelines.

The incumbent researches the Federal Acquisitions Regulation (FAR), USAID Acquisition Regulation (AIDAR), Department of State Acquisition Regulation (DoSAR), Automated Directive System (ADS), Code of Federal Regulations (CFR) and Acquisition & Assistance Policy Directives (AAPD)/Contract Information Bulletins (CIB) in order to provide the appropriate authorities, and ensure that documentation fully addresses the issues and provides clear and adequate justification for approval. Incumbent is required to provide advice and assistance to the other Mission offices in the development of their requesting package and Independent Government Estimate (IGE) and has responsibility to liaise with other Mission offices, as necessary, to resolve any issues and answer any questions that may arise as to specifications, timeframes, budgets, etc.

The incumbent assists the A&A Specialists in analyzing proposals/quotations received, performance cost/price analysis as appropriate, and may be authorized to negotiate directly with vendors to respond to questions related to proposals/quotations. In addition, the incumbent has the responsibility to prepare Purchase Orders or Contracts, as appropriate, for all services.

The incumbent prepares incrementally funded and other administrative modifications to A&A awards; ensures that:

- 1) Justifications are provided where required,
- 2) Specifications provided are clear,
- 3) All required clauses are included, that funding data is correct;
- 4) Sufficient funds are available to cover the cost of the procurement action prior to sending the documentation to the CO for their signature.

Under the direction of the CO and/or an Acquisition Specialist, the A&A Assistant prepares pre- and post-solicitations and sources-sought notices, as may be required from time to time. Using well established contracting methods and typical contract formats, s/he advises requestors on the appropriate type of contract mechanism to use and prepares Request for Proposals (RFP), Requests for Quotations (RFQ), and Invitation for Bids (IFBs), as appropriate, for procurements. The incumbent ensures that the procurements are in compliance with FAR, AIDAR, and other regulations; incorporates special conditions and requirements prior to submitting these documents to the Acquisition Specialist and/or the CO for review; assists the A&A team in the preparation of Request for Proposals (RFPs), Requests for Assistance (RFAs), Requests for Quotations (RFQs), Invitation for Bids (IFBs), and as appropriate, for Procurements that are of a more complex nature, as may be required from time to time.

In addition, the incumbent has the responsibility to:

- 1) Organize pre- and post-award conferences; collect and compile data for conferences and issue to the attendees;
- 2) Monitor proceedings to ensure integrity of the procurement process;
- 3) Review inquiries on solicitations to determine if questions require amendment to solicitation documents;
- 4) Obtain comments from supported Strategic Objective Teams (SOT), Mission Technical and Support Offices initiating the procurement, as well as from the CO; and
- 5) Respond in writing to offerors' queries/questions in the appropriate and/or required Agency format. S/he obtains funds availability certification from the Office of Financial Management (OFM) for procurement instruments and, if required, the Regional Legal Officers (RLO) clearance prior to submitting to the contractor and CO, and/or the Executive Officer (EXO)/CO for their signature, as appropriate.

The incumbent may be assigned the duties under vetting support in which the incumbent would manage potential awardees in the vetting database, including initial entry/verification of vetting data, verification of potential awardees vetting status, submission of vetting or sub-vetting request, entry/update of award and sub-award data, coordination of additional information requests, and communication of vetting results.

3. Supervisory Relationship

The incumbent is under the general day-to-day and technical supervision of a Contracting Officer (CO), Team leader. Technical guidance will be provided primarily by the CO and also by his/her designee as appropriate. The USDH CO will provide technical guidance on specific contracting procedures and regulations as/when deemed necessary and/or appropriate. All documents presented to the immediate supervisor and/or the CO for signature should be complete, in final form and rarely require major editorial changes, corrections or revision. The CO who has direct responsibility over the position: (1) establishes annual work objectives and performance measures in collaboration with the supervised employee; (2) reviews accomplishments to ensure compliance with Agency policy; (3) provides feedback throughout the year; (4) develops an individual training

plan (IDP) for the position; (5) ensures implementation of best practices in contract/commodity procurement in support of Mission Strategic Objectives and overall program goals; and (6) prepares the required annual Performance Evaluation Report(s) obtaining 360 degree input from customers and clients. The incumbent is required to exercise self-initiative and sound judgment in independently performing work assigned. Technical review of work by the supervisor is for compliance with Federal and/or Agency acquisition policies and regulations.

4. Supervisory Controls

Incumbent does not have supervisory responsibilities.

10. AREA OF CONSIDERATION:

Cooperating Country Nationals (CCN), meaning an individual who is a cooperating country citizen or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.

According to ADS 309.3.3, a “USAID policy is that the use of CCNPSCs is preferred over the use of TCNPSCs in order to integrate the foreign assistance effort into the community, enhance the skills of the cooperating country's population, and contribute to the local economy.

11. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

12. POINT OF CONTACT: Any questions about this solicitation may be directed to: KblAIDHR@usaid.gov. Applications submitted to this email address will not be considered.

Note: No in-person appointments or telephone calls will be entertained, unless you are required to have more information about this solicitation.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Education: Completion of Post-secondary school/university diploma (Associate degree) education (2 years) in accounting, law, business, finance, economics, marketing and/or organization and management is required. (Education requirement must be met at the time of application for the subject position).

Work Experience: A minimum of three years of experience in any combination of the following: General Business, Management, Procurement, Acquisition, Financial/Accounting or Audits, is required. (Work experience requirement must be met at the time of application for the subject position).

Language: Level IV (Fluent) speaking/reading of English language and Level IV (Fluent) speaking/reading of Dari and/or Pashto is required. (English language ability will be tested).

Knowledge: A good knowledge of; international as well as local business practices and market pricing; local market practices and of the capability of local contractors as well as local pricing customs and practices is required. A good working knowledge of the electronic records management (database) and in creating and maintaining Excel spreadsheet workbooks is required. The incumbent must also have a good understanding of the operational environment.

Skills and Abilities: Excellent interpersonal and communication skills are absolutely required for the level and nature of interaction with teams/technical offices, support offices and especially vendors/contractors and recipients. The ability to work effectively in a diverse team environment and adapt to the existing work, CO and Mission environment is required. A strong focus on “attention to detail” is critical. Strong computer skills are critically important. The ability to work calmly, tactfully and effectively under pressure is essential as is the ability to maintain strict confidentiality and high procurement integrity and ethical standards throughout all phases of USAID Afghanistan acquisition and assistance procurement actions. The ability to organize, prioritize, and follow through on work assignments with minimal supervision is required. Strong proofreading skills and attention to detail are essential. The ability to work effectively as a member of an established team in a culturally diverse work environment is required. The incumbent must be a self-starter.

While excellent interpersonal skills are absolutely essential, so are strong analytical, negotiating and time management skills. Demonstrated proficiency in using a variety of word processing and spreadsheet software applications (such as: MS Windows, MS Word, Excel, PowerPoint, and Access) is critically important. The ability to prepare presentations on Microsoft PowerPoint is required. The incumbent must have the ability to prepare Acquisition Notices, reports, and/or documents related to USAID Afghanistan Acquisition Program and Activities in English with little or no editorial corrections/changes. Mastery of English grammar and spelling, punctuation, paragraph and sentence structure is required. In compliment with required language proficiencies, the incumbent will be required to have demonstrated proficiency in typing various correspondence formats (i.e., cables, memoranda, letters, reports, faxes, etc.).

III. EVALUATION AND SELECTION FACTORS

Below factors will be used for screening candidates to be considered for English Proficiency and written examination.

• Work Experience	30 points
• Job Knowledge	40 points
• Skills and Abilities	30 points
Maximum Points:	100 points

After an initial application screening, the best qualified applicants will be invited for a written examination, English Proficiency Test and or to an oral interview.

IV. PRESENTING AN OFFER

1. Applicants are requested to submit a complete application package which must include all required documents (provided below) to AFPAKjobs@usaid.gov with a Subject line: **Acquisition and Assistance Assistant (OAA 1810)**. Offers must be received by the closing date and time specified in **Section I, item 3**.

REQUIRED DOCUMENTS:

- a. Cover memo/email text that outlines how your qualifications and experience meet the selection criteria.
- b. Application for Employment as a Locally Employed Staff (DS-174) https://af.usembassy.gov/wp-content/uploads/sites/268/Form_DS-174.doc (A copy of the DS-174 form can also be downloaded from ACBAR.org under this link <http://www.acbar.org/applicationform>. Applicants who are accessing this solicitation through jobs.af can download directly from the website) AND
- c. A current resume or a curriculum vitae

IN ORDER TO HAVE YOUR APPLICATION CONSIDERED, YOU MUST SUBMIT ALL THREE REQUIRED DOCUMENTS. IF YOU OMIT ANY OF THE REQUIRED DOCUMENTS, COVER PAGE, CV or DS-174 FORM, YOUR APPLICATION WILL NOT BE CONSIDERED.

Note:

- Ø Only short-listed candidates will be notified.
 - Ø This vacancy is open only to Afghan Nationals.
 - Ø Applications with insufficient, incomplete and inconsistent information to make a determination will not be considered.
 - Ø No in-person appointments or telephone calls will be entertained.
 - Ø Applications submitted as .RAR file will not be accepted by the system
 - Ø Candidates who are applying for this position must fully meet the education requirement (graduated and degree and/or diploma already received) as specified. At the time of applications, candidates must also meet in full the experience requirement. There is no exception for these requirements.
 - Ø Short-listed candidates will be requested to provide educational documents such as degrees, diplomas, certificates and other pertinent documents as needed. Failure to provide the required documentation will result the rejection of their application from further consideration.
 - Ø The Agency retains the full right to cancel or amend the solicitation and associated actions.
2. Offers must be received by the closing date and time specified in **Section I, item 3**.
 3. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

V. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the CO informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the following forms.

1. Pre-employment Medical History and Examination Form
2. U.S Embassy Kabul Security Certification Request
3. Appointment Affidavits Standard Form 61

VI. BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

BENEFITS and ALLOWANCES:

- a. **25% Unique Conditions of Work Allowance (UCWA)**
- b. **Transport Shuttle Service to Female Staff Only**
- c. **Premium Pay**
- d. **Leave Benefits**
- e. **Medical Benefits**
- f. **Death and Disability Benefits**
- g. **Retirement and other end of service benefits**
- h. **Travel and TDY Benefits**

VII. TAXES

Local Employee Staff (CCN) is responsible for paying local income taxes. The U.S Mission does not withhold year end local income tax payments.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing CCN PSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including **contract clause “General Provisions,”** available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf .
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms> .
3. **Acquisition & Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs)** for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>.
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch,**” available from the U.S. Office of Government Ethics,

in accordance with **General Provision 2 and 5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>.

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.